



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

**FISCAL YEAR 2002
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMO #7**

TO: Child and Adult Care Food Program Sponsors

FROM: Peggy Pawelek Brown, Manager
Food and Nutrition Program

DATE: December 17, 2001

SUBJECT: CACFP Training

A New Program/Orientation on the Child and Adult Care Food Program (CACFP) will be offered quarterly during the current fiscal year. The CACFP *New Program/Orientation* will focus on the record keeping requirements of the program.

The CACFP *New Program/Orientation* is designed for:
New CACFP Sponsors
New staff of current sponsors responsible for record keeping

In some cases, we will recommend personnel who are responsible for ensuring program compliance attend a session as part of corrective action to an administrative review.

For your convenience, we are including a copy of the training agenda. Some topics that will be addressed include: Income Eligibility Forms, monitoring, meal attendance, allowable costs and claim preparation. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. (Agenda attached). Lunch is on your own.

Enclosed you will find more information on the dates and locations of the sessions. Mark your calendars now. Complete and return the attached registration form to confirm your participation. There is no charge to attend one of the CACFP *New Program/Orientation* sessions. **Keep a copy of the registration form as confirmation notices will not be sent.**

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (4)

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324